

# IOWA STATE UNIVERSITY

## Undergraduate Graduation Application

*Please type or print clearly in ink*

Return or fax completed form to:

The Office of the Registrar: 210 Enrollment Services Center  
Phone (515) 294-9372 / Fax (515) 294-9925 / email [graduation@iastate.edu](mailto:graduation@iastate.edu)

**NOTICE:** A nonrefundable graduation fee will be assessed to your university bill the 10<sup>th</sup> day of classes of the term specified below. Applications withdrawn prior to this date will not be assessed the graduation fee.

Univ ID# (middle 9 digits) \_\_\_\_\_ Term of Graduation: \_\_\_\_\_

**Name as desired for diploma and to be printed in the commencement program** (Indicate capitalization, accent marks & spaces):

\_\_\_\_\_

Daytime telephone number during term of graduation \_\_\_\_\_ Email address: \_\_\_\_\_

Home City and State to print in the commencement program: \_\_\_\_\_

College of Major: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Country (if overseas) \_\_\_\_\_

Degree(s) check all that apply:

Majors(s) 1. \_\_\_\_\_  B.S.  Double/Triple Major

2. \_\_\_\_\_  B.A.  Two Degrees

3. \_\_\_\_\_  Bachelor of \_\_\_\_\_ (specify)

Minor(s) 1. \_\_\_\_\_

2. \_\_\_\_\_

Yes, I will graduate as a member of the University Honors Program.

For office use only: WD code \_\_\_\_\_

### Coursework Information:

Check all of the following that apply:

Will you be attempting to earn any test-out credit(s) during your final term? If yes, please indicate course(s) below:

Course Name and Number	Number of Credits

Does your final semester course work include any courses in which you previously earned a grade (either at ISU or another institution)?

If yes, please indicate course(s) below:

Course Name and Number	Number of Credits	Term/Year (first time course taken)

List any transfer work taken (past or current) that is not included on your ISU transcript. Any transfer work taken your final term must be completed no later than the final day of the graduation term indicated above. All transfer work taken within your last 32 credits must be pre-approved by your adviser/college.

Institution	Course Title/Name/Number at Other Institution	Number of Credits	Term & Year

**Graduation mailings will be sent to your in-session address:**

To update your address, please go to AccessPlus at <https://accessplus.iastate.edu/frontdoor/login.jsp>

Signature

Date

## Application Information

- Complete **all information** as requested. Your name will be printed in the commencement program as indicated on the reverse side. Please type or print clearly.
- **Submit completed application to the Office of the Registrar, 210 Enrollment Services Center, according to the following deadlines:**
  - Fall Semester – Last Friday of spring semester classes (Dead Week)
  - Spring Semester – Friday before Thanksgiving break
  - Summer Semester - Friday prior to spring break spring semester

The graduation application is not an application to participate in the commencement ceremony. An application for graduation should be submitted *only* if all academic requirements will be completed the term specified on this application (this includes internships, transfer credits, etc.).

**You will be notified of your graduation status by mid-semester of your graduation term. Graduation mailings will be sent to your “in-session” address.** To update your address, please go to AccessPlus at <https://accessplus.iastate.edu/frontdoor/login.jsp>

## Things to Do Before Graduation

- All incomplete grades, degree audit corrections, and previous transfer work must be submitted to the Office of the Registrar by midterm. Please contact the Office of the Registrar, 210 Enrollment Services Center, or phone (515) 294-9372 if you cannot meet this deadline.
- If you are graduating with a minor, a minor application must be submitted to your college office at least one term prior to graduation. Minor applications may be downloaded from the following Web site: <http://www.registrar.iastate.edu/forms/minorform.pdf>
- Financial Aid and Loans Receivable exit counseling sessions must be completed, as required, before graduation. Please note that if you do not complete an exit counseling session before graduating, a hold will be placed on your university record and you will not receive your transcript until this requirement has been completed. Contact the Financial Aid Office, 0210 Beardshear Hall, (515) 294-2223, or the Loans Receivable Office, 0880 Beardshear Hall, (515) 294-8747, if you have questions regarding your loans.
- All past due financial obligations owed to the University must be cleared prior to graduation. Please note that if you graduate with an outstanding financial obligation, a hold will be placed on your university records. Your transcript will not be released until your outstanding obligation is paid. Contact the Receivables Office, Room 0880 Beardshear Hall, (515) 294-7388 if you have questions regarding your account.
- A nonrefundable graduation fee will be assessed to your university bill the 10<sup>th</sup> day of classes of the graduation term specified on this application. If this application is withdrawn prior to the 10<sup>th</sup> day of classes, you will not be assessed the graduation fee.

## College Convocations, Receptions and University Ceremony

Please check the ISU calendar on the web or the [Iowa State University Catalog](#) for date of graduation. Information is also available on the Registrar’s website: <http://www.registrar.iastate.edu/graduation/>

### Individual College Convocations and Receptions:

- Fall and spring semesters: Individual college convocations and receptions will be held the evening before or the morning of graduation. Information will be mailed from your college approximately six weeks before graduation regarding the time and location of the ceremony.
- Summer: Individual college convocations and receptions will not be held.

### University Undergraduate Ceremony:

- Fall and spring semesters: The university undergraduate commencement ceremony will be held in Hilton Coliseum. Please check specific date and time on Registrar’s website: <http://www.registrar.iastate.edu/graduation/>  
You will be contacted by email approximately four weeks before graduation with instructions to refer to the above website for graduation information.
- Summer semester: Iowa State University does not hold a summer commencement ceremony. Summer graduates will have the option to attend either the fall or spring commencement ceremony.

## Final Grade Check and Diploma Mailing

Final grade checks will be made approximately two weeks after the end of the semester and diplomas will be mailed to all successful degree candidates. **Failure to meet graduation requirements will cancel this application and will require submission of a new one for a future semester.**

**If you have questions regarding information on this form contact:  
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